
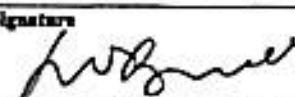
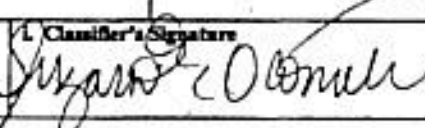


United States Environmental Protection Agency <b>POSITION DESCRIPTION COVERSHEET</b>		1. DUTY LOCATION San Francisco, CA		2. POSITION NUMBER 75458	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify this Position PCS for EPS Series, GS-0078, TS-1333/95					
b. Title		c. Pay Plan	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	0028	14	
4. Supervisor's Recommendation	Environmental Protection Specialist	GS	0028	14	
5. ORGANIZATIONAL TITLE OF POSITION (if any)		6. NAME OF EMPLOYEE Deirdre Reyes			
7. ORGANIZATION (Give complete organizational breakdown)		c.			
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		f.			
b. Region 9		g.			
c. Enforcement Division		h. Employing Office Location San Francisco, CA			
d. Immediate Office		i. Organization Code 90980100, Dept ID: 6442			
8. SUPERVISORY STATUS					
<input type="checkbox"/> [2] Supervisor or Manager. Position requires the exercise of supervisory or managerial responsibilities that meet, at least, the minimum requirements for application of the General Schedule Supervisory Guide (GSSG) or similar standards for minimum supervisory responsibility specified in other position classification standards. <input type="checkbox"/> [4] Supervisor. Position meets the definition of Supervisor in 5.U.S.C. 7103(a)(10), but does not meet the minimum requirements for application of the GSSG. <input checked="" type="checkbox"/> [5] Management Official. Position meets the definition of Management Official in 5.U.S.C. 7103(a)(11), but does not meet the GSSG definition of Supervisor/Manager or the definition of Supervisor in 5.U.S.C. 7103(a)(10). <input type="checkbox"/> [6] Lead. Position leads a team performing one-grade interval work and meets the minimum requirements for application of Part I of the Work Leader Grade Evaluation Guide (WLGG) or is under a wage system and meets similar minimum requirements as specified by those job standards or other directives of the applicable pay system. <input type="checkbox"/> [7] Team Leader. Position leads a team performing two-grade interval work and meets the minimum requirements for application of Part II of the WLGG. <input type="checkbox"/> [8] All Other Positions. Position does not meet any of the above definitions. This is a non-supervisory-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor KATHLEEN H. JOHNSON, Director, Enforcement Division		d. Typed Name and Title of Second-Level Supervisor JARED BLUMENFELD, Regional Administrator, Region 9			
b. Signature 	c. Date 1/21/14	e. Signature 	f. Date 1-23-14		
10. OFFICIAL CLASSIFICATION CERTIFICATION: I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.					
a. Promotion Potential <input checked="" type="checkbox"/> This position has no promotion potential <input type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade:					
b. PSB Risk Designation <input type="checkbox"/> 1 Low <input type="checkbox"/> 2 Moderate <input type="checkbox"/> 3 High Security Clearance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	c. Financial Disclosure Form <input type="checkbox"/> OGE-450 Required <input type="checkbox"/> OGE-278 Required <input type="checkbox"/> No financial disclosure forms required	d. "Identical, Additional" (IA) Allocation This position <input type="checkbox"/> may be IA'ed <input type="checkbox"/> may not be IA'ed <input checked="" type="checkbox"/> is limited to current incumbent	e. FLSA Determination <input type="checkbox"/> NONEXEMPT <input checked="" type="checkbox"/> EXEMPT* (*check exemption category) <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> Professional <input type="checkbox"/> Executive	f. Functional Classification Code 00	
g. Bargaining Unit 8666	h. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (% of time) <input type="checkbox"/> This position is subject to random drug testing ( )		i. Classifier's Signature 		j. Date 1/29/14
11. REMARKS Incumbent Only					

**Environmental Protection Specialist  
GS-0028-14**

**I. INTRODUCTION AND PURPOSE**

This position is located in the Region 9 Enforcement Division and reports directly to the Division Director. The incumbent serves as the Environmental Justice Program Manager responsible for developing program principles, practices and directions and influencing senior management officials at regional and national levels on environmental justice approaches as they apply to highly controversial and sensitive environmental program policy matters.

**II. MAJOR DUTIES**

The incumbent develops environmental justice program principles, plans or solutions to highly sensitive and complex environmental program policy matters. Influences senior management officials regionally and nationally in establishing program policies and courses of actions required to achieve environmental program objectives. Facilitate meetings within and outside the agency to address integrated multi-media environmental program and justice program efforts. Integrate regulatory and policy issues across program lines, bringing together key regional staff and Environmental Justice stakeholders. The incumbent establishes community-based program solutions to implement multi-media, strategic opportunities, partnerships, and collaborations among agencies and Environmental Justice stakeholders. The incumbent builds relationships and communication links to address EPA issues before they become problems; ensure the flow of information between EPA and Environmental Justice stakeholders are established.

The incumbent develops procedures and guidelines on the integration of EPA's environmental justice and environmental regulatory policies, programs and practices. Evaluates the effectiveness of program and communication policies in furthering Agency goals; creates and establishes program policies and management practices to address complex, highly sensitive public policy matters concerning environmental justice and environmental regulatory programs; and serves as an Agency program manager to various governmental, local and private organizations. The incumbent develops formal and informal communication strategies to address Environmental Justice issues. The incumbent represents the agency at public meetings, symposiums and conferences.

The incumbent is also responsible for program planning and development, evaluation and tracking coordination/integration of program activities carried out throughout the region.

The incumbent provides policy direction to project leaders/program manager on projects related to the region's environmental justice and enforcement program, including tribal issues. The issues require integration of environmental justice, multiple environmental regulations and enforcement issues involving key program initiatives for states, tribal or local communities and targeted sectors. Designs the collection and analysis of data, information, policies, and procedures to inform and develop the initiative. As the EJ program manager provides policy direction and influences environmental justice and environmental program practices and procedures to improve effectiveness of Region 9's compliance monitoring and enforcement programs.



The incumbent is Region 9's regional and national workgroup representative responsible for developing new program policies and the advancement of environmental justice and enforcement matters at hearings, seminars or other professional activities.

The incumbent performs other duties as assigned.

### **III. EVALUATION FACTORS**

#### **Factor 1 - Knowledge Required by the Position** **Level 1-8 1550 Pts**

Mastery of the principles, theories and practices of environmental protection to serve as an authority in extending existing approaches and applying new developments to investigate critical problems in the environmental justice area or in making decisions and recommendations which significantly change, interpret, or develop important public programs. In-depth knowledge and understanding of EPA's organization, functions, programs and priorities and the regulations, policy and legislative initiatives of the agency, sufficient to serve as an expert advisor regionally and nationally on the political, social, economic, public health and environmental impact of public policy issues established in the region.

- Knowledge and experience in developing public policy and community-based communications with federal, state and local government, business, non-government organizations and local communities.
- Knowledge of executive/legislative decision-making policies, processes and procedures for the Region 9 states and the national level to develop program policies, plans and directions for EPA.
- Ability to analyze public policy issues and proposals for a variety of program areas.
- Ability to communicate orally and in writing in order to target messages to audiences to assure maximum effectiveness and desired results.
- Skill in negotiating with federal, state, and private-sector officials, sufficient to implement multi-media, strategic opportunities, partnerships and collaborations among agencies and environmental stakeholders.

#### **Factor 2 - Supervisory Controls** **Level 2-5 650 Pts**

The supervisor makes assignments in terms of broadly defined missions or functions and provides only administrative and policy direction. As the EPS- EJ Program Manager, incumbent is a recognized authority in the environmental justice. The incumbent has complete responsibility and authority to plan, design, schedule, and carry out studies, projects, or other work independently. The specialist typically exercises discretion and judgment in determining whether to broaden or narrow the scope of projects or studies (i.e. determining the appropriate scope and depth of reviews, timing of projects, or which programs to be included in studies). Employee functions independently, interacting directly with individuals at all levels of the organization both at the Region and at EPA Headquarters, including section chiefs, branch chiefs, program managers, division directors, Deputy and Regional Administrator, with or without the supervisor.

Completed work is reviewed by management officials only for potential influence on broad agency policy and program goals, fulfillment of program objectives, or contribution to advancement of knowledge in the field, and is normally accepted without significant change. Recommendations for new projects or program objectives are usually evaluated for such considerations as availability of funds and other resources, broad program goals, or national priorities.

**Factor 3 - Guidelines Level 3-5 650 Pts.**

Guidelines are broad and nonspecific such as policy statements, statutes, court decisions, and basic legislation which require extensive interpretation. Employee is required to use

Resourcefulness and perception to develop and interpret guidelines. Employee is recognized as a national technical authority/expert in this administrative area.

The EPS/EJ Program Managers uses judgment and discretion in determining the intent, and in interpreting and revising the existing policy and regulatory guidance for use by others within or outside the employing agency or contractors in other offices or agencies, state and local governments, or private industry. Incumbent develops major program guidance for use by others at subordinate echelons in the organization. The incumbent must exercise considerable judgment and ingenuity in interpreting and adapting guides that exist and/or in developing new policies that have the potential to take the organization in new directions. The ideas, methods, and procedures developed are on the cutting edge of technology and often serve as precedent or policy makers within or outside the agency.

**Factor 4 - Complexity Level 4-5 325 Pts**

The work includes varied duties requiring many different and unrelated processes and methods that are applied to a broad range of activities or substantial depth of analysis, **involving administering the environmental justice program for Region 9.** Assignments have very complex, controversial, and unconventional features; involve distilling national goals, objectives, and priorities into regional application; or involve developing material to supplement and interpret guidelines. The work requires originating new techniques, establishing criteria, or developing new information.

Incumbent must conceive, develop and implement plans and proposals addressing priority areas, strategies and techniques and justify and present policies and proposals to division and senior management within the region. The incumbent is often required to anticipate the direction of policy and political questions. Work products and recommendations must balance technical, environmental and socioeconomic considerations.

**Decisions regarding what needs to be done,** involve the analysis of existing or proposed national and regional policies and initiatives; complex and sensitive environmental issues; and analysis of political and environmental implications of management decisions or environmental issues and communication with a variety of audiences. The incumbent must consider many factors, such as local and state political, business and non-governmental organization relationships and pressures of economic and environmental conditions, budgetary constraints, interrelationships existing between programs administered by the agency and similar matters. Problems may be attributable to any one or a combination of the above and other subtle influences. Final results are presented to



decision makers to serve as a definitive basis for making major regulatory changes and recommending significant legislative proposals.

Incumbent must plan, organize and execute new initiatives of regional interest and personally assist political officials, local governments, business and non-governmental organizations and the agency in understanding complex political, technical, social and economic factors of new approaches to pollution control and develop and promote concepts and programs for its application. This technique requires new and innovative intergovernmental institutional schemes.

**Factor 5 - Scope and Effect Level 5-5 325 Pts**

The purpose of the work is to plan, develop and carry out vital environmental justice programs, and to provide administrative guidance and leadership. The programs are essential to the mission of the agency that affects a large number of people.

The purpose of this position is to provide expert advice and guidance to the Division and top regional management and, to serve as a resident consultant on regional plans, policies and proposals required to achieve the agency's objectives. Policies and proposals conceived and developed are typically region wide or nationwide in scope and are designed to affect far reaching changes in program administration and operations. The work performed by the incumbent provides the policy makers with authoritative information and analysis and a basis for decisions affecting major current and long range environmental policies. The incumbent's work products affect the direction of regional programs and contribute to timely, responsive decision making on environmental issues and problems arising with the region.

**Factors 6/7 - Personal Contacts/Purpose of Contacts 6-3/7-C - 180**

Their objectives are likely to differ from program requirements and there may be elements of adversarial relationships or other obstacles to overcome. This requires greater initiative and persistence in maintaining good working relationships.

The purpose is to collect and exchange information, provide consultation on problems, defend proposed approaches, negotiating settlement of differences, and to resolve problem areas or controversies arriving at a compromise, or developing suitable alternatives.

Contacts are with top management officials at the policymaking level with the agency (Headquarters and region), high ranking state and local government officials, top officials of other federal agencies, key officials and representatives of private industry national organizations, special interest groups, the general public and the media. The persons contacted typically have diverse viewpoints, goals, or objectives. Contacts are often characterized by their unstructured settings, by the presences and participation of policy making support staff, flexibility of approach and breadth of subject matter and by the need to establish during the contact, the role and authority of the participants.

Contacts are for the purpose of providing authoritative and expert advice and information to top policy makers in the Region and in Headquarters, representing the EPA in relations with outside organizations, defending the feasibility of proposals and recommendations, and influencing and persuading top management and outside organizations to adopt approaches, proposals and concepts

where there are doubts and conflicts. The incumbent attends high level conferences at the state, regional and national level on matters involving differences of opinion, controversy and the like. Incumbent represents the region on agency and Interagency committees and task forces.

**Factor 8 - Physical Demands 8-1 5**

The work is sedentary, although some walking, bending, lifting, driving, or traveling may be required.

**Factor 9 - Work Environment 9-1 5**

Work is generally performed in an office environment with some travel to attend meetings, symposia or conferences. Some field visits may also be necessary.



## Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information		Percentage of Time Spent on Extramural Resources Management	
Name	Deldi Reyes	<input checked="" type="checkbox"/>	This position has no extramural resources management responsibilities.
Position Number			Total extramural resources management duties occupy less than 25% of time.
Title	Environmental Protection Specialist		Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade	GS-0028-14		Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization	Enforcement Division, <i>Turned. Ofc.</i> 90980100, Dept ID: 5442		

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature: <i>[Signature]</i>	Date: 1/21/14
Personnel Specialist's: <i>[Signature]</i>	Date: 1/21/14

### Part 1. Contracts Management Duties

<b>Pre-award:</b> Plans Procurements Estimates Costs Obtains funding commitments Prepares procurement requests Writes statements of work Reviews statements of work Processes unsolicited proposals Responds to pre-award inquiries Participates in pre-award conferences Conducts technical evaluation of proposals Participates in debriefing/protests Other (list)	Monitors management and performance of delivery orders/work assignments after award Defines scope of work for work assignments Approves payment requests of ACH drawdowns Manages cost-reimbursement contracts Reviews invoices Inspects and accepts deliverables Other (list)  <b>Close-out:</b> Writes reports on contractor performance, costs, and tasks performed Reconciles payments with work performance Closes-out payments Performs cost accounting Provides assistance to Contracting Officer in settling claims Other (list)
<b>Post-award:</b> Prepares delivery orders Reviews contractor work plans Reviews contractor progress reports Monitors government-furnished property Monitors cost, management, and overall technical performance of contract after award	<b>Percentage of Time Spent on Contracts Management</b> <div style="text-align: right;">%</div>

Continued

## INVESTIGATE POSITION DESIGNATION OF NATIONAL SECURITY AND PUBLIC TRUST POSITIONS (SUMMARY)

## Position Designation Record

Agency EPA  
 Position Title Environmental Protection Specialist,  
 Series and Grade/Pay GS  
 Band  
 Position Description TBD  
 Number

## Potential for Compromise or Damage

## Duties

Government rulemaking, policy, and program responsibility (includes regulation or policy making, directing, implementing, advising)

## Degree of Potential for Compromise or Damage

- Mid-level management duties or assignments
- Assists agency rule-makers or policy decision-makers for significant government programs in an influential way
- Responsible for independent or semi-independent action with moderate impact on efficiency and integrity of the service
- Significant public contact about important government programs

## Adjustment for Program Designation and Level of Supervision

## Adjustments

## Label

Adjustment for Scope of Program and Correlation to Extent of Impact (see definitions)

Agency impact

Adjustment for level of supervision or other controls

Limited or no supervision - ability to act independently in almost all areas almost all of the time

## Total Points Designation

## Label

## Points

Total Initial Position Designation Points from Step 2

15

Adjusted Position Designation Points from Step 3

25

## Suitability

## Investigation Form Required

MBI

SF 85P

## Designator Notes/Justification/Comments

Moderate/MBI

Signature:

Date: 1/29/2014

Name: Suzanne O'Connell, HR Specialist